

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY MARCH 11, 2008
3:00 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**
The meeting was called to order at 3:00 p.m.
2. **Roll Call**
Chairperson Binick, Board Members Hough, Brinkman, Holguin and P&Z Commission Liaison German were present; Member Darby arrived at 4:22 p.m.; Vice Chairperson McDonald was absent.

Also Present: Sr. Planner Mike Jenkins, Administrative Assistant Jenna Paulsen, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Binick.
4. **Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.
 - a. **Approval of Minutes:**
February 12, 2008 – Regular Session
 - b. **Set Next Meeting, Date and Time:**
April 8, 2008 – Regular SessionOn a motion by Hough, seconded by Brinkman, the Consent Agenda was unanimously approved as presented.
5. **Call to the Public for Items not on the Agenda**
There was no public input.
6. **Election of Chairman & Vice Chairman.**
Chairperson Binick noted that this agenda item had been inadvertently included; the subject election was held during the February 12th 2008 meeting.

Chairperson Binick recused himself from the hearing on Item 7 and left the room, based on a conflict of interest since he has been involved in the project. Vice Chairperson Hough then presided over the hearing on Item 7.

7. **Presentation and Discussion and possible approval of DRB 2008-04: An application submitted by Webb Moody, agent for, Dean & Prayeri Harrison, owners of Out of Africa Wildlife Park on parcel 403-23-154A for development of two (2) restroom facilities and one (1) outdoor food service facility. Location of property is 4020 North Cherry Road.**
On a motion by Holguin, seconded by Brinkman, the Board voted unanimously to approve DRB 2008-04, an application submitted by Webb Moody, agent for Dean & Prayeri Harrison, owners of Out of Africa Wildlife Park on parcel 403-23-154A for development of two (2) restroom facilities and one (1) outdoor food service

facility.

Sr. Planner Mike Jenkins said that the site plan that was approved by Council in 2004 has been included in the agenda packet. The buildings are totally contained within the property and do not require review by the Town Engineer. The application was brought to the Design Review Board because the original building elevations approved by the Council for these facilities will not meet commercial standards so they have been redesigned; the buildings will still carry the African theme.

Webb Moody, agent for the property owners, said he was available to answer questions from the Board. The members discussed with Mr. Moody the location of the new facilities in relation to the existing portable structures, the appearance being compatible with the Park theme, and the anticipated time of completion.

Chairperson Binick returned to the Chambers and presided over the rest of the meeting.

8. **Presentation and Discussion of a Conceptual plan of DRB 2008-06:** for development on a portion of parcel 403-15-001J currently zoned M1 by Darryl Dayton. He is proposing to operate three businesses at this location, all of them portable. There will be a Storage Container Rentals, Construction Debris Container Rentals and a Towing Company with no impound yard. He plans on placing a manufactured home on the property to act as a caretaker's dwelling and office unit. The Community Development Director has challenged this use of a manufactured home in M1 zoning and Mr. Dayton has appealed this decision to the Board of Adjustment and Appeals. They are hearing this item on March 5th and staff will have the decision for the DRB Board at the meeting of the 11th. Mr. Dayton indicates that he is received a waiver from ADEQ for a SWPPP NOI to do grading on this property. At the time of the writing, this is not the case. He applied and was denied because of the size of his property is over 5 acres. Staff contacted ADEQ because of the dates listed on his waiver application were expired and we needed to know if the waiver could be extended. They informed us that he never had a waiver and that he had been notified his request was denied in December. They have had no further contact with him.

There was no action taken.

Sr. Planner Jenkins explained the background of this item being brought to the Board for design review, and reviewed the plans for the proposed three business at the subject location. Jenkins also pointed out the topographic survey, copies of which had been provided in the agenda packets showing the lay of the land. Jenkins outlined the plans for no permanent structures, screening, landscaping, improvements to the right-of-way, and no parking and lighting plans. Fencing, where needed, will be 8' chain link. The applicant is looking for direction from the Board, and then will return to Community Development with a civil plat plan that will require review by Town Engineer and staff.

Darryl Dayton said that the property is currently in escrow; he is not yet the property owner. He confirmed that the three businesses are all mobile and there will be no building constructed on the site. Mr. Dayton outlined the purposes and operation of the three businesses, including mobile storage, debris containers, and towing service, and displayed the site plan with planned locations and sizes of the containers. Mr. Dayton also referred to the topographic survey to illustrate

that his operation cannot be seen from the adjacent residences, and therefore he contends that the topography meets the screening requirement since it is self-screening. Mr. Dayton said that his appeal from the decision to not allow the placing of the mobile home for an office and caretaker's unit was denied; he said he has considered taking that to Superior Court to have that overturned. He indicated that he has met with the Town Engineer regarding additional grading on the property, and staff confirmed that he does have a waiver from ADEQ.

The Board discussed with Mr. Dayton several issues, with input from staff, including zoning districts requiring screening, location and temporary moving of the storage containers at times, the topography and line of vision between the property and residential area, finished elevation after grading, and whether the mobile storage pods are subject to design review. Staff indicated on the site plan the possible two areas that would require screening, and confirmed for Mr. Dayton that the area in contention appears to be on the eastern side. The members commented on the apparent lack of issues that require review by the Board. Jenkins explained that nevertheless as a matter of process, conceptual review by the Board is required, and that staff is looking for guidance on how to proceed with this unusual project and the issue of screening. Jenkins added that if the Board feels this not an issue they need to review, they could give directions to staff to that effect; otherwise staff would not be involved other than in the permitting process.

There was comment from the members that the Board would be interested in reviewing the screening issue as it pertains to the adjoining PAD and residential properties, clearly showing the line of vision, what the applicant is proposing along Old Hwy 279, and reviewing the finished topography.

9. Presentation and Discussion of Amendment 08-01 to Section 124: for the Planning and Zoning Ordinance and the Design Review Manual as directed by Council.

There was no action taken.

Jenkins said that the Joint Work Session between the Board and the Council resulted in certain issues requiring amendments to the Ordinances that were recommended as a result. Director Buckel has provided the first draft of a portion of the P&Z Ordinance for the Board to review; Jenkins outlined the main issues addressed during the Work Session. The initial changes suggested by Buckel as indicated on Page 4 of the First Draft under Administration and Procedures were discussed by the Board. It was also pointed out by staff that Buckel is currently working on incorporating the other changes discussed in the Work Session, and will be presenting them to the Board for review and input as they are drafted. After the final draft has been completed Buckel will present it to the Board for final review and approval.

The members generally agreed with the changes outlined on Page 4 as discussed, with the following suggestions: (1) Impose a time limit for requiring construction of a building after DRB approval, and perhaps take that to Council independently for timely action, as well as clearing through legal counsel; and (2), Paragraph 8 in the Draft, under Administration and Procedures, amend "Prior to issuance of a building permit," to "Prior to the issuance of a Certificate of Occupancy,"

Jenkins advised the Board that Buckel has instructed him to put together a process and book of inspections concerning the DRB approvals, in order to

specifically determine that when construction permits are issued for commercial projects, that staff is on site to make sure that building placements are made according to the site plans, and review exterior finishes, lighting, and signage as completed, with staff signing off before the Certificate of Occupancy is issued.

Binick suggested that more definitions should be crafted so that the Board can deal with temporary structures in a more defined manner. There was also a suggestion that the Board should take every case on its own merit and make their own decision as a panel of 7, and not set the rules so tight that they have to be followed rigidly, and try to remain flexible.

10. Board Informational Reports:

Binick requested that the issue of rescheduling meeting times be placed on the next agenda; and reported on his visit with the Planning Director in Payson; Binick also introduced Carol German who has replaced Burnside as the P&Z Commission Liaison for the next six months.

Brinkman commented on the January 23rd issue of the Bugle that had a section in Business & Economy that included Camp Verde Development Updates.

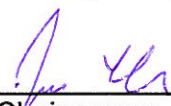
Darby reminded the Board that the members were to collect pictures for the visual library. *It was suggested to include that on the next agenda for discussion and review.*

11. Staff Report


There was no staff report.

12. Adjournment

On a motion by Hough, seconded by Darby, the meeting was adjourned at 4:45 p.m.



James Binick, Chairperson




Nancy Buckel, Community Development Director

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 11th day of March 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8th day of April, 2008.



Margaret Harper, Recording Secretary